

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NENAF105110C

Opening Date: April 21, 2005

Closing Date: December 31, 2005

Position: Child & Youth Program Assistant, CC-1702-2/03/04
Salary: \$10.44 - \$12.79 Hourly
Place of Work: Tobyhanna Army Depot, Pennsylvania/D/Community Services & Family Services Division
Position Status: This announcement may be used to fill permanent full-time, part-time or intermittent positions. Indicate on your resume your availability for any of these appointments.
Number of Vacancy: 1

Duties: This is a developmental assignment to Target position Child and Youth Program Assistant (Target Level-4), CC-1702-02, Job #AM299. Serves as a Child and Youth Program Assistant (CYPA) in one or more CYS programs. Maintains control of and accounts for whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Helps establish a program environment that promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment. Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and the Command.

About the Position: Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and models safety, fitness, health and nutrition practices. Notifies supervisor on health, fire, and safety compliance concerns. Helps arrange for/serve appropriate snacks/meals where applicable.

Observes a program participant for signs that may indicate illness, abuse or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instruction.

Assists in maintaining program participation data and completing required daily reports. Provides care/supervision, oversight, and accountability for program participants in compliance with DoD, Army and local policies, guidance, and standards.

Completes designated training requirements and records and tracks completed training on own Individual Development Plan (IDP). Participates in program evaluation as required. Assists in achieving and maintaining DoD/Army certification and national accreditation or Army equivalent. Performs other related duties as assigned.

Who May Apply: (Click on Who May Apply)

Veterans Recruitment Appointment (VRA).

Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)

Current and former NAF Employees.

All U. S. citizens and Nationals with allegiance to the United States.

Persons with Military Spouse Preference who are in the commuting area of the place of work.

Reinstatement eligibles.

Qualifications: Click on link below to view qualification standard.

General Schedule

(CC-02) No exp required. (CC-03) Must Meet (CC-02) requirements as stated in Job AM300 & demonstrated satisfactory performance. Posses 6 mons exp working in a group program with children and/or youth. Completion of (CC-02) Training Cert OR The requirement above & 9 Semester hrs of college credit in early childhood/elementary/secondary/special edu, child/youth dev, psy, human dev, youth program admin, recreation or related behavioral sciences. (CC-04) Must Meet CC-04 requirements as stated in Job AM301 & demonstrated satisfactory

performance. Posses 18 mons exp with children and/or youth. Fifteen semester hrs of college credit in (see above).

- Be 18 years of age at the time of appointment.

- Possess a high school diploma or GED certificate.

- Be able to communicate in English (both written and verbal).

- Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Other Information:(Click on Other Information)

The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf

Successful completion of prescribed training (transition and/or annual) is required.

To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.

Multiple positions will be filled from this announcement.

This announcement will be used to fill multiple positions at various locations.

Other Requirements:(Click on Other Requirements)

Immunization screening may be required.

Satisfactory completion of a National Agency Check (NAC) that will be initiated upon appointment to a NAF position.

All required background checks of AR 215-3, must be successfully completed and maintained including Child and Youth National Agency Check with Inquiries (CNACI); to include a health assessment is required.

The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

You will be required to show Social Security card upon appointment to a NAF position.

You will be required to provide proof of U.S. Citizenship.

Documentation to support Military Spouse Preference needs to be submitted at time of application.

Official college or university transcript must be submitted with your resume.

You must include the announcement number on your application.

You may claim Military Spouse Preference.

Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.

One year trial/probationary period may be required.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

Resumes may be submitted at any time. Referral lists will be issued as job opportunities occur.

Announcements close at 12:00am (midnight) Eastern Time.

You may send your resume via surface mail to: Civilian Personnel Advisory Center (NAF), Donna Rymond, 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466

You may fax your resume to: 570-895-6604

You may email your resume to Point of Contact. You must include Job Announcement Number on the subject line.

Point of Contact: Donna Rymond, 570-895-7293, donna.rymond@us.army.mil

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